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ABSTRACT

This curriculum guide is designed as an aid for teachers and students of vocational agriculture to use in the teaching and learning of correct usage of parliamentary procedures. Addressed in the four sections of the unit are the following topics: parliamentary privileged motions (to fix adjournment times, to adjourn, to take a recess, to question privilege, and to call for orders of the day); parliamentary subsidiary motions (laying motions on the table, handling previous motions, limiting or extending the limits of a debate, postponing actions definitely, referring items to committee, making and amending amendments, and postponing items indefinitely); parliamentary main motions (making main motions; taking them from the table; reconsidering, rescinding, expunging, and adopting motions; adjourning; and creating and amending orders of the day); and parliamentary incidental motions (suspending rules, withdrawing a motion, reading papers, objecting to a consideration, making a parliamentary inquiry, appealing a decision of the chair, and calling for divisions of the house and of a question.) Appendixes to the unit contain a list of topics for parliamentary law contests and a list of oral questions for parliamentary law contests. A bibliography concludes the guide. (MN)

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A SELF-CONTAINED PARLIAMENTARY LEARNING ACTIVITY UNIT
FOR VOCATIONAL AGRICULTURE STUDENTS IN THE
STATE OF WASHINGTON
A Curriculum Guide

by

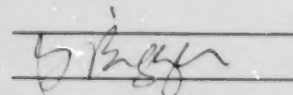
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1983

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1983

PREFACE

A Self-Contained Parliamentary Learning Activity Unit for Vocational Agriculture Students was developed to compliment instruction in Parliamentary Procedure. The intent is to provide vocational agriculture instructors in the State of Washington with an up-to-date, easy to use resource dealing with parliamentary skills and usage. The parliamentary learning activities contained in this unit, are to stimulate individualized study by vocational agriculture students after first receiving instruction in parliamentary procedure. Not all vocational agriculture instructors have a strong background in parliamentary procedure. This learning package will enable the teachers to instruct leadership activities in a more confident manner.

Dennis Wallace has developed an excellent parliamentary procedure unit which will help students in their club activities with proper parliamentary usage.

I am confident that many agricultural instructors will want to provide the kinds of experiences that are proposed in this manual.

J.C.

ACKNOWLEDGMENTS

This document was made possible by a grant from the Commission of Vocational Education, Olympia, to Washington State University. The purpose of the grant was to develop curriculum materials for agricultural instructors in Washington.

Special recognition is given to Mr. Dennis Wallace who developed the "Learning Activity Unit on Parliamentary Procedure," as part of his Master's degree in Vocational Technical Education.

Appreciation is also extended to the following members of the Curriculum Advisory Committee who made valuable suggestions and reviewed portions of the manual.

Mr. Gene Forrester, Program Director for Vocational Agriculture Education, Olympia

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J. C.

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INTRODUCTION

Instruction and integration of parliamentary procedure skills into the total vocational agriculture program has been a neglected goal of many vocational agriculture instructors. The correct usage of parliamentary procedure is essential for students to be able to express themselves correctly and with confidence in any organizational meeting activity, whether it be the FFA or other community groups.

In recent years, Vocational Agriculture has experienced a rapid growth in both number and size of vocational agriculture programs. In this same time period, instructors, having strong high school agricultural and FFA leadership training backgrounds, have decreased. Therefore, teacher needs have increased concerning usable guides and materials for instructing leadership activities, (i.e. parliamentary procedure). Teaching and incorporating parliamentary procedure into the total program is the responsibility of every vocational agriculture teacher to insure that students can and will use correct parliamentary skills throughout their life.

This unit has been developed as an aid for teachers and students of vocational agriculture in teaching correct usage of parliamentary skills. The unit is presented in four sections. These sections deal with precedence of motions, rules governing the motions, definition of motions, correct form in making motions, questions and answers, and an example for use. The four sections correlate to the four classifications of motions: Privileged, Subsidiary, Main, and Incidental. The final section deals with sample questions and topics that are used in local through state competition in parliamentary procedure contests.

It must be understood that this unit will not teach the formalities of parliamentary procedure and to be used effectively must be used in conjunction with some other presentation on the methods of using parliamentary procedure. This unit will aid in conjunction with some other presentation on the methods of using parliamentary procedure. This unit will aid both the student and instructor by providing information on each of the skills that are used in parliamentary procedure. It should be noted that while this project has its sequence of motions according to order of precedence, the instructor may use any portion as so desired. It is the intent of the activity to give the students an understanding and ability to correctly use parliamentary skills.

The sample topics and questions that are contained in section five of this unit, comprise possible topics and questions that are used in state-wide competition. It is the desire that this unit and compilation of information contained within, will encourage more instructors and students to take part in Parliamentary Procedure Contests and display a positive attitude towards using parliamentary law in their meetings.

A major term used throughout is parliamentary usage. This term should not be confused with parliamentary procedure which relates to the correct procedure for transacting business in a meeting. Parliamentary usage corresponds to the parliamentary skills that are used in parliamentary procedure. Other major terms used throughout the study are defined within the contents.

SECTION 1
PARLIAMENTARY LEARNING ACTIVITY
PRIVILEGED MOTIONS

(PLA - A) PRIVILEGED MOTIONS

PRIVILEGED MOTIONS---Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF RULES GOVERNING THEM

<u>PRIVILEGED MOTIONS</u>	<u>May Inter-</u> <u>rupt</u> <u>Speaker</u>	<u>Requires</u> <u>a Second</u>	<u>Debatable</u>	<u>Vote</u> <u>Re-</u> <u>quired</u>	<u>Motions that</u> <u>May Apply</u>
1. To Fix Time to which to adjourn	No	Yes	Limited	Maj.	Amend, Reconsider
2. To Adjourn (unqualified)	No	Yes	No	Maj.	None
3. To Take a recess	No	Yes	Limited	Maj.	Amend
4. To rise to a question of privilege	Yes	No	No	Chmn. rules	All
5. To call for the orders of the day	Yes	No	No	None	None

(PLA- A1) TO FIX TIME TO WHICH TO ADJOURN

To fix time to which to adjourn--To set the time, and sometimes the place, for another meeting to continue business of the session, with no effect on when the present meeting will adjourn. Sets a definite continuation time.

Form used in making motion---I move that when we adjourn, we adjourn to meet next Monday at 7:00 p.m.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to fix time to which to adjourn?

2. Is a second required when someone moves to fix time which is adjourn? _____
3. Is to fix time to which to adjourn debatable? _____
4. Is to fix time to which to adjourn amendable? _____
5. Can the motion to fix time to which to adjourn be reconsidered? _____

TRUE OR FALSE

6. Amend is the only subsidiary motion that may be applied to the motion to fix time to which to adjourn. _____
7. No vote is required to fix time to which to adjourn. _____
8. To fix time to which to adjourn is a privileged motion. _____

EXAMPLE OF USE

If a member has moved to adjourn before all the business on the agenda has been completed, another member who deems the business not completed is important but not urgent, may move that when we adjourn, we adjourn to meet next Monday at 7:00 p.m. to complete the unfinished business. If that member deems the unfinished business too urgent to be not acted upon he may move to fix time to which to adjourn after that item of business has been completed. It must then be seconded and may have limited debate before a vote is called for. A majority vote will pass the motion.

The motion to fix time to which to adjourn takes precedent up until the president has ruled on the motion to adjourn. It requires a second and can be amended by changing the time. It is debatable only as a main motion.

(PLA - A1) TO FIX TIME TO WHICH TO ADJOURN

ANSWERS

1. What is the purpose of the motion to fix time to which to adjourn?

To insure the legal continuation of the meeting. It sets a definite continuation time to complete urgent or unfinished business.

2. Is a second required when someone moves to fix time to which to adjourn?

Yes

3. Is to fix time to which to adjourn debatable?

It is debatable only as a main motion and then carries limited debate.

4. Is to fix time to which to adjourn amendable?

Yes, it can be amended by changing the time.

5. Can the motion to fix time to which to adjourn be reconsidered?

Yes.

6. Amend is the only subsidiary motion that may be applied to the motion to fix time to which to adjourn.

True

7. No vote is required to fix time to which to adjourn.

False. A majority vote is required.

8. To fix time to which to adjourn is a privileged motion.

True.

(PLA - A2) TO ADJOURN (UNQUALIFIED)

TO ADJOURN (UNQUALIFIED)---To adjourn the meeting. So a majority of members may end a meeting.

Form used in making motion---I move we adjourn.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to adjourn? _____

2. When may a motion to adjourn be offered? _____

3. Is the motion to adjourn debatable? _____
4. Is the motion to adjourn amendable? _____
5. To what motions does the motion to adjourn yield, if any? _____

TRUE OR FALSE

6. The motion to adjourn applies to no motion, and no motion can be applied to it. _____
7. The motion to adjourn is out of order when another has the floor.

8. The motion to adjourn must be seconded and cannot be reconsidered.

EXAMPLE OF USE

A member has moved that the chapter purchase a rotation project. It receives a second and is open to debate. Another member, who feels that the meeting is running too long and the motion is not an urgent matter, may move to adjourn. If seconded, the majority of members will decide whether or not to adjourn the meeting. If passed the meeting is adjourned and the unfinished business goes onto the agenda under unfinished business. If failed the meeting will continue until business is completed.

If there is no business on the floor, a member may move to adjourn and if seconded, an affirmative vote will end the meeting.

ANSWERS

1. What is the purpose of the motion to adjourn?

To enable a majority of the members to adjourn the meeting.

2. When may a motion to adjourn be offered?

At any time except when the motion to fix time to which to adjourn or any pertinent incidental motion is on the floor.

3. Is the motion to adjourn debatable?

No.

4. Is the motion to adjourn amendable?

No.

5. To what motions does the motion to adjourn yield, if any?

To the motion to fix time to which to adjourn and any pertinent incidental motion that must be considered.

6. The motion to adjourn applies to no motion, and no motion can be applied to it.

True

7. The motion to adjourn is out of order when another has the floor.

True. It can however be brought up during discussion if the proposer does not interrupt another speaker.

8. The motion to adjourn must be seconded and cannot be reconsidered.

True

(PLA - A3) TO TAKE A RECESS

To take a recess---To secure an intermission or break for the members or to delay action on an item on the floor.

Form used in making motion---I move to recess for five minutes.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to take a recess? _____

2. Is a second required on the motion to take a recess? _____
3. Is the motion to take a recess debatable? _____
4. The motion to take a recess takes precedence over which motions? _____

5. Is the motion to take a recess debatable? _____
6. Is the motion to take a recess amendable? _____

TRUE OR FALSE

7. The motion to take a recess is out of order when another has the floor. _____
8. The motion to take a recess can be reconsidered. _____

EXAMPLE OF USE

During a meeting where a decision must be made about accepting the bids from local feed dealers, a difference of opinion exists over which to accept. It is evident that most members would like to evaluate the several bids informally to become better informed on how to vote. A member moves to take a fifteen minute recess for informal group discussion on the bid question.

To recess, or temporarily stop an official meeting, is common in all-day meetings. It must state a time for continuation, must have a second, is not debatable, is amendable and requires a majority vote. It is debatable if offered as a main motion when the floor is clear, then it is limited.

(PLA - A3) TO TAKE A RECESS

ANSWERS

1. What is the purpose of the motion to take a recess?

To provide a break or temporarily stop an official meeting. May be used to allow members to hold informal group discussions or seek information on a question during a meeting.

2. Is a second required on the motion to take a recess?

Yes.

3. Is the motion to take a recess debatable?

Yes. It carries limited debate if the motion is offered as a main motion when the floor is clear.

4. The motion to take a recess takes precedence over which motions?

Over all subsidiary and incidental motions, and over all privileged motions except those to Adjourn and to Fix time to which to adjourn. It does however yield to incidental motions that may arise and that must be disposed of before the motion to recess is voted on.

5. Is the motion to take a recess debatable?

It has limited debate when presented as a main motion and when the floor is clear.

6. Is the motion to take a recess amendable?

Yes.

7. The motion to take a recess is out of order when another has the floor.

True.

8. The motion to take a recess can be reconsidered.

False.

(PLA - A4) TO RISE TO A QUESTION OF PRIVILEGE

To rise to a question of privilege---To secure immediate consideration of a question which should be settled at once relating to the rights and privileges of the assembly or any of its members.

Form used in making motion---Mr. President, I rise to a question of privilege.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to rise to a question of privilege? _____

2. May the motion to rise to a question of privilege interrupt a speaker? _____
3. Is a second required when someone moves to rise to a question of privilege? _____
4. The motion to rise to a question of privilege takes precedence over which motions? _____
5. Is the motion to rise to a question of privilege debatable? _____

TRUE OR FALSE

6. The motion to rise to a question of privilege is amendable. _____
7. The chair's ruling as to admitting the request or motion that has been raised as a question of privilege cannot be reconsidered. _____
8. The chair's ruling concerning the ruling on the motion raised as a question of privilege cannot be appealed. _____

EXAMPLE OF USE

The meeting room has turned very hot in the last few minutes and a member knows that the ventilation system is working but is not turned on in this room. He rises to a question of privilege asking for the ventilation system to be turned on. The chair will rule either for or against. If for, he will assign someone to take care of the matter. If against, nothing will be done. In this case the member may appeal the decision of the chair. If affirmity, the ventilation system would be turned on.

There are two types of questions of privilege: (1) those relating to the privileges of the assembly as a whole; and (2) questions of personal privilege. If the two come into competition, the rights of the assembly are considered before the rights of the individual.

(PLA - A4) TO RISE TO A QUESTION OF PRIVILEGE

EXAMPLE OF USE (cont.)

Items usually considered under this motion are: (1) a disturbance in the room; (2) improper heating or ventilation; (3) introduction of a distinguished visitor who just arrived; (4) personal privileges.

ANSWERS

1. What is the purpose of the motion to rise to a question of privilege?

To secure immediate consideration of a question which should be settled at once relating to the rights and privileges of the assembly or any of its members.

2. May the motion to rise to a question or privilege interrupt a speaker?

Yes. But should only be done if absolutely necessary.

3. Is a second required when someone moves to rise to a question of privilege?

No.

4. The motion to rise to a question of privilege takes precedence over which motions?

It takes precedence over all other motions except the three higher ranking privileged motions to Recess, to Adjourn, and to Fix the time to which to adjourn. It yields to any applicable incidental motions that may arise.

5. Is the motion to rise to a question of privilege debatable?

No.

6. The motion to rise to a question of privilege is amendable.

False. The motion to amend is not applicable to the process of raising a question of privilege.

7. The chair's ruling as to admitting the request or motion that has been raised as a question of privilege cannot be reconsidered.

True.

8. The chair's ruling concerning the ruling on the motion raised as a question of privilege cannot be appealed.

False.

(PLA - A5) TO CALL FOR THE ORDERS OF THE DAY

To call for the orders of the day---To secure adherence to the order of business.

Form used in making motion---I call for the orders of the day.

QUESTIONS

COMPLETION

1. What is the purpose of calling for orders of the day? _____

2. Is a second required when someone calls for the orders of the day?

3. Is a call for orders of the day debatable? _____
4. Is a call for orders of the day amendable? _____

TRUE OR FALSE

5. Call for orders of the day cannot be reconsidered. _____
6. Call for orders of the day is a privileged motion. _____
7. No subsidiary motion may be applied to a call for orders of the day.

EXAMPLE OF USE

An agenda of a business meeting has been placed in the hands of each member. During the meeting, the President fails to follow the sequence in which the agenda is written. A member noticing this calls for the orders of the day. The President then announces the next matter to be taken up in accordance with the organization's customary and established business routine.

The term "orders of the day" has more specific meaning when a certain time has been set aside for the consideration of a given matter. Then a demand for the "orders of the day" is a request that this specific thing be taken up at the time set for it.

(PLA - A5) TO CALL FOR THE ORDERS OF THE DAY

ANSWERS

1. What is the purpose of calling for orders of the day?

To secure adherence to the order of business that has previously been set either by the use of an agenda or through the motion, General order.

2. Is a second required when someone calls for the orders of the day?

No.

3. Is a call for orders of the day debatable?

No.

4. Is a call for orders of the day amendable?

No.

5. Call for orders of the day cannot be reconsidered.

True.

6. Call for orders of the day is a privileged motion.

True.

7. No subsidiary motion may be applied to a call for orders of the day.

True.

SECTION 2
PARLIAMENTARY LEARNING ACTIVITY
SUBSIDIARY MOTIONS

(PLA - B) SUBSIDIARY MOTIONS

SUBSIDIARY MOTIONS---Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the house, it is "in order" to propose them when a main motion is still before the assembly and to vote upon them before voting upon the main motion.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF RULES GOVERNING THEM

<u>Subsidiary Motions</u>	<u>May Inter-</u> <u>rupt a</u> <u>Speaker</u>	<u>Requires</u> <u>a Second</u>	<u>Debatable</u>	<u>Vote</u> <u>Re-</u> <u>quired</u>	<u>Motions that</u> <u>May Apply</u>
1. To lay on the table	No	Yes	No	Maj.	None
2. To call for the previous question	No	Yes	No	2/3	Reconsider
3. To limit, or extend limits, of debate	No	Yes	Limited	2/3	Amend Reconsider
4. To postpone definitely	No	Yes	Limited	Maj.	Amend Reconsider Prev. Quest.
5. To refer to a Committee	No	Yes	Limited	Maj.	Amend Reconsider Prev. Quest.
6. To Amend	No	Yes	Yes	Maj.	Amend Reconsider Prev. Quest.
7. To postpone indefinitely	No	Yes	Yes	Maj.	Limit Deb. Prev. Quest. Reconsider

(PLA - B1) TO LAY ON THE TABLE

To lay on the table---To clear the floor for more urgent business.

Form used in making motion---I move that the motion be laid on the table.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to lay on the table? _____

2. Is the motion to lay on the table debatable? _____ Amendable? _____
3. Does the motion to lay on the table require a second? _____
4. What happens to the pending amendment if the main motion is tabled?

TRUE OR FALSE

5. The motion to lay on the table can be reconsidered. _____
6. A majority vote is necessary to lay on the table. _____
7. The motion to lay on the table is an incidental motion. _____

EXAMPLE OF USE

A motion for the chapter members to buy a new flag for the room has been debated and a member observes a strong feeling of members that the school should purchase the flag. Besides, the flag in the room is in good condition even if a little small. The member doesn't think the motion is important to the group and properly moves to table the motion. A member must be recognized, properly states the motion, is seconded but is not debatable. It requires a majority vote.

(PLA - B1) TO LAY ON THE TABLE

ANSWERS

1. What is the purpose of the motion to lay on the table?

To clear the floor for more urgent business. Since it carries no set time to be brought back, the motion could die without a vote.

2. Is the motion to lay on the table debatable? Amendable?

No. No.

3. Does the motion to lay on the table require a second?

Yes.

4. What happens to the pending amendment if the main motion is tabled?

It is tabled also.

5. The motion to lay on the table can be reconsidered.

False.

6. A majority vote is necessary to lay on the table.

True.

7. The motion to lay on the table is an incidental motion.

False.

(PLA - B2) TO CALL FOR THE PREVIOUS QUESTION

To call for the previous question---To stop debate and secure an immediate vote on pending question.

Form used in making motion---I move the previous question (on all pending matters).

QUESTIONS

COMPLETION

1. What is the purpose of a previous question? _____

2. When the previous question is called without qualifications, to what question does it apply? _____

3. Is the previous question debatable? _____ Amendable? _____

4. What vote is necessary to call the previous question? _____

TRUE OR FALSE

5. The previous question is a subsidiary motion. _____

6. A second is not required to call the previous question. _____

MULTIPLE CHOICE

7. The vote on a previous question may be reconsidered
- (a) anytime before a new item of business is introduced.
 - (b) before the affirmative vote is taken on the pending question.
 - (c) never.

EXAMPLE FOR USE

After a motion has been properly moved and seconded and debate has opened on the motion any member who feels that the item needs little discussion or after lengthy debate has taken place, may rise and move the previous question. If it is seconded all debate stops and a vote is taken on the previous question. A two-thirds vote is required to pass the previous question. If the previous question passes, the main item of business on the floor is then voted on immediately.

(PLA - B2) TO CALL FOR THE PREVIOUS QUESTION

ANSWERS

1. What is the purpose of a previous question?

To end debate and secure an immediate vote on pending question.

2. When the previous question is called without qualifications, to what question does it apply?

Only the first item of business that will be voted on.

3. Is the previous question debatable? Amendable?

No. No.

4. What vote is necessary to call the previous question?

A two-thirds vote is required.

5. The previous question is a subsidiary motion.

True.

6. A second is not required to call the previous question.

False.

7. The vote on a previous question may be reconsidered.

(b) before the affirmative vote is taken on the pending question.

(PLA - B3) TO LIMIT, OR EXTEND LIMITS, OF DEBATE

To limit, or extend limits, of debate---Provides more or less time for discussion.

Form used in making motion---I move that debate be limited (extend) to one speech of (time limit) minutes for each member.

QUESTIONS

COMPLETION

1. What is the purpose of limit, or extend limits, of debate? _____

2. When limit, or extend limits, of debate is called without qualifications to what does it apply? _____

3. Is limit, or extend limits, of debate amendable? _____
Debatable? _____
4. Does limit, or extend limits, of debate require a second? _____
5. What vote is necessary to limit, or extend limits, of debate? _____

TRUE OR FALSE

6. Limit, or extend limits, of debate can be reconsidered. _____
7. Limit, or extend limits, of debate can interrupt a speaker. _____

EXAMPLE FOR USE

Forms that can be used; (1) To fix the hour for closing debate and putting the question: "I move that at 9 P.M. debate be closed and the question on the resolution be put." (2) To limit time spent in debate: "I move that debate be limited to twenty minutes." (3) To reduce or increase the number or length of speeches: "I move that debate be limited to one speech of five minutes for each member." (4) Any combination of the above.

(PLA - B3) TO LIMIT, OR EXTEND LIMITS, OF DEBATE

ANSWERS

1. What is the purpose of limit, or extend limits, of debate?

To provide more or less time for discussion.

2. When limit, or extend limits, of debate is called without qualification to what does it apply?

Only to the item of business that is on the floor for consideration, unless otherwise stated in your motion.

3. Is limit, or extend limits, of debate amendable? Debatable?

Yes. Limited debate.

4. Does limit, or extend limits, of debate require a second?

Yes.

5. What vote is necessary to limit, or extend limits, of debate?

Two-thirds vote.

6. Limit, or extend limits, of debate can be reconsidered.

True.

7. Limit, or extend limits, of debate can interrupt a speaker.

False.

(PLA - B4) TO POSTPONE DEFINITELY

To postpone definitely---Often gives more time for informal discussion and for securing followers. Defers action to a definite day, meeting, or hour, or until after a certain event.

Form used in making motion---I move to postpone the question to the next meeting.

QUESTIONS

COMPLETION

1. What is the purpose of to postpone definitely? _____

2. Is the motion to postpone definitely debatable? _____ Amendable?

3. What happens to the pending motion if it is postponed definitely?

4. Does the motion to postpone definitely require a second? _____

TRUE OR FALSE

5. To postpone definitely may interrupt a speaker. _____
6. To postpone definitely requires a two-thirds vote. _____
7. To postpone definitely may be reconsidered. _____
8. To postpone definitely is a subsidiary motion. _____

EXAMPLE FOR USE

Assume that a controversial resolution is pending at a meeting and that many of the members who are most interested and best informed on the subject are not in attendance. Any member may rise and be recognized and state to postpone the item of business to the next scheduled meeting. If seconded and passed this motion would be brought up at the next meeting.

The motion to postpone definitely requires a second, has limited debate and requires a majority vote to pass.

(PLA - B4) TO POSTPONE DEFINITELY

ANSWERS

1. What is the purpose of to postpone definitely?

To allow more time for informal discussion and for securing followers. It defers action to a definite day, meeting, or hour, or until after a certain event.

2. Is the motion to postpone definitely debatable? Amendable?

Limited debate. Yes.

3. What happens to the pending motion if it is postponed definitely?

It can be brought back at the time for which it was postpone to.

4. Does the motion to postpone definitely require a second?

Yes.

5. To postpone definitely may interrupt a speaker.

False.

6. To postpone definitely requires a two-thirds vote.

False.

7. To postpone definitely may be reconsidered.

True.

8. To postpone definitely is a subsidiary motion.

True.

(FLA - B5) TO REFER TO COMMITTEE

To refer to committee---To enable a committee to make a more detailed study of the question and make recommendations at the next meeting or act in the group's behalf. It is done to save long unproductive discussion by the total membership or when more information is needed to decide a question.

Form used in making motion---I move to refer this to the Earnings and Savings Committee, to report back at our next regularly scheduled meeting.

QUESTIONS

COMPLETION

1. What is the purpose of referring a motion to a committee? _____

2. Is the motion to refer debatable? _____ Amendable? _____
3. Does the motion to refer require a second? _____
4. When a motion is referred to a committee, what happens to amendments that are pending to the main motion? _____

TRUE OR FALSE

5. The motion to refer to a committee is a privileged motion. _____
6. An item of business referred to a committee may be withdrawn by reconsidering the vote referring to a committee, if the question has been taken up, by discharging the committee. _____
7. To discharge a committee requires a majority vote if the committee has taken up the subject. _____
8. It is the responsibility of the President to appoint the committee if the motion is only to refer the item of business to a committee.

EXAMPLE OF USE

It has been moved and seconded that the assembly accept an invitation of the radio station to appear as a panel to discuss the FFA program. In discussion, it is brought out that the assembly doesn't know how the station plans to select discussion topics and hasn't checked with the advisor or school administration to obtain permission. Therefore, the group referred this matter to the Public Relations Committee for further study and with the power to act.

(PLA - B5) TO REFER TO COMMITTEE

ANSWERS

1. What is the purpose of referring a motion to a committee?

To enable a committee to make a more detailed study of the question and make recommendations at the next meeting or act in the group's behalf.

2. Is the motion to refer debatable? Amendable?

Limited debate. Yes.

3. Does the motion to refer require a second?

Yes.

4. When a motion is referred to a committee, what happens to amendments that are pending to the main motion?

The amendments would go into committee also.

5. The motion to refer to a committee is a privileged motion.

False.

6. An item of business referred to a committee may be withdrawn by reconsidering the vote referring to a committee, if the question has been taken up, by discharging the committee.

7. To discharge a committee requires a majority vote if the committee has taken up the subject.

True.

8. It is the responsibility of the President to appoint the committee if the motion is only to refer the item of business to a committee.

False.

(PLA - B6) TO AMEND

To amend---To change a main motion with the intent to improve it.

Form used in making motion---I move to amend the motion by (approved method).

QUESTIONS

COMPLETION

1. What is the purpose of the motion to amend? _____

2. In what way may a motion be amended? _____

3. Is the motion to amend debatable? _____ Amendable? _____
4. Does an amendment require a second? _____ Majority vote? _____
5. The motion to amend may interrupt a speaker? _____

TRUE OR FALSE

6. An amendment applying to a main motion is of the first rank. _____
7. An amendment must be made before discussion on the motion has begun.

8. Recognition from the Chair is required to amend a motion. _____
9. Amendments are of two kinds--first rank and second rank. _____
10. The motion to amend is an incidental motion. _____

EXAMPLE OF USE

A member moves that the chapter sell popcorn at football games, it is seconded and discussion follows. Another moves to amend the main motion by inserting the words, "and cold drinks," before "at football games." It is seconded and discussed. A majority vote is required to pass the amendment. If passed the main motion would read, "the chapter sell popcorn and cold drinks at the football games."

Common ways to amend a motion are: (1) by striking out words, (2) by adding words, (3) by combining above such as to strike out and insert or to substitute. When a main motion reverse order of the way the motion were made. Amendments first then main motion.

(PLA - B6) TO AMEND

ANSWERS

1. What is the purpose of the motion to amend?

To change a main motion with the intent to improve it.

2. In what way may a motion be amended?

(1) By striking out words. (2) By adding words. (3) Combination of above, such as strike out and insert or to substitute.

3. Is the motion to amend debatable? Amendable?

Yes. Yes.

4. Does an amendment require a second? Majority vote?

Yes. Yes.

5. The motion to amend may interrupt a speaker?

No.

6. An amendment applying to a main motion is of the first rank?

True.

7. An amendment must be made before discussion on the motion has begun.

False.

8. Recognition from the Chair is required to amend a motion.

True.

9. Amendments are of two kinds---first rank and second rank.

True.

10. The motion to amend is an incidental motion.

False.

(PLA - B6a) TO AMEND AN AMENDMENT

To amend an amendment---To improve or modify the amendment. An amendment of the second rank must refer to and change the amendment of the first rank. It does not apply directly to the main motion.

Form used in making motion---I move to amend the amendment by (approved method).

QUESTIONS

COMPLETION

1. What is the purpose of the amendment of the second rank? _____

2. Is the amendment of the second rank debatable? _____
3. Does an amendment to an amendment require a second? _____
4. In what way may an amendment be amended? _____

TRUE OR FALSE

5. An amendment of the third rank is not permissible. _____
6. An amendment of the second rank may interrupt a speaker. _____
7. An amendment of the second rank is a subsidiary motion. _____

EXAMPLE FOR USE

A member moves that the chapter sell popcorn at football games, it is seconded and discussion follows. Another moves to amend the main motion by inserting the words, "and cold drinks," before "at football games." It is seconded and during discussion it is brought out that it is usually cold during the football games. Hearing this a member moves to amend the amendment by striking "cold" and inserting the word "hot". It is seconded and discussed. Voting procedure is to vote on the amendment of the second rank first, followed by voting on the amendment as amended and finally on the main motion as amended. If all amendments passes, the main motion would read as follows; the chapter sell popcorn and hot drinks at the football games. Common ways to amend an amendment are the same as for the amendment of the first rank.

(PLA B6a) TO AMEND AN AMENDMENT

ANSWERS

1. What is the purpose of the amendment of the second rank?

To improve or modify the amendment. An amendment of the second rank must refer to and change the amendment of the rank. It does not apply directly to the main motion.

2. Is the amendment of the second rank debatable? Amendable?

Yes. No.

3. Does an amendment to an amendment require a second? majority vote?

Yes. Yes.

4. In what way may an amendment be amended?

(1) By striking out words. (2) By adding words. (3) Combination of above, such as strike out and insert or to substitute.

5. An amendment of the third rank is not permissible.

True.

6. An amendment of the second rank may interrupt a speaker.

False.

7. An amendment of the second rank is a subsidiary motion.

True.

(PLA - B7) TO POSTPONE INDEFINITELY

To postpone indefinitely---To test the strength of a motion. To kill a motion. If the motion to postpone indefinitely passes, the main motion can never come up again unless as a new motion at a later meeting.

Form used in making motion---I move to postpone this matter indefinitely.

QUESTIONS

COMPLETION

1. What is the purpose of to postpone indefinitely? _____

2. Is the motion to postpone indefinitely debatable? _____
Amendable _____
3. What happens to the pending motion if it is postponed indefinitely?

4. Does the motion to postpone indefinitely require a second? _____

TRUE OR FALSE

5. To postpone indefinitely may interrupt a speaker. _____
6. To postpone indefinitely requires a majority vote. _____
7. To postpone indefinitely may be reconsidered. _____
8. To postpone indefinitely is a subsidiary motion. _____

EXAMPLE FOR USES

A motion is on the floor to rent a bus to tour other school facilities. A member perceives that there isn't much interest in the tour so she moves to postpone the matter indefinitely. It is seconded and discussed and receives a majority vote. In this case she was right and her motion carried, which kills the main motion.

(PLA - B7) TO POSTPONE INDEFINITELY

ANSWERS

1. What is the purpose of to postpone indefinitely?

To test the strength of a motion. To kill a motion. If the motion to postpone indefinitely passes, the main motion can never come up again unless as a new motion at a later meeting.

2. Is the motion to postpone indefinitely debatable? Amendable?

Yes. No.

3. What happens to the pending motion if it is postponed indefinitely?

It kills the motion.

4. Does the motion to postpone indefinitely require a second?

Yes.

5. To postpone indefinitely may interrupt a speaker.

False.

6. To postpone indefinitely requires a majority vote.

True.

7. To postpone indefinitely may be reconsidered.

True.

8. To postpone indefinitely is a subsidiary motion.

True.

SECTION 3
PARLIAMENTARY LEARNING ACTIVITY

MAIN MOTIONS

(PLA - C) MAIN MOTIONS

MAIN MOTIONS---Motions of this group have for their object the bringing of questions, or propositions, before the assembly for consideration. Only one main motion can be considered at a given time by the assembly, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF RULES GOVERNING THEM

<u>Main Motions</u>	<u>May Inter- rupt a Speaker</u>	<u>Requires a Second</u>	<u>Debatable</u>	<u>Vote Re- quired</u>	<u>Motions that May Apply</u>
1. General Main Motions	No	Yes	Yes	Maj.	All
2. To take from the table	No	Yes	No	Maj.	None
3. To reconsider	Yes	Yes	Yes	Maj.	Limit Deb. Prev. Quest. Table Post. Def.
4. To reconsider and have entered on the minutes	Yes	Yes	No	None until Called for	None
5. To rescind	No	Yes	Yes	2/3	All
6. To expunge	No	Yes	Yes	2/3	All
7. To adopt a resolution	No	Yes	Yes	Maj.	All
8. To adjourn (qualified)	No	Yes	Limited	Maj.	All
9. To create orders of the day	No	Yes	Yes	Gen. Maj. Spec. 2/3	All
10. To Amend (const.etc.)	No	Yes	Yes	2/3	All

(PLA - C1) MAIN MOTION

Main Motion---To present an idea of a member for the approval or rejection of the group by means of discussing and voting upon it.

Form used in making motion---I move that or I move to (state idea for consideration).

QUESTIONS

COMPLETION

1. What is the purpose of the main motion? _____

2. Is the main motion debatable? _____ Amendable? _____

3. Does a main motion require a second? _____

TRUE OR FALSE

4. A main motion cannot be reconsidered. _____

5. Two or more main motions may be before the assembly at one time. _____

6. If a main motion is pending and a subsidiary or an incidental motion arises, the subsidiary motion must be disposed of before further consideration can be given to the main motion. _____

MULTIPLE CHOICE

7. A main motion ranks

- (a) first in precedence.
- (b) last in precedence.
- (c) has no rank.

8. A main motion requires

- (a) no vote.
- (b) 2/3 vote.
- (c) majority vote.

EXAMPLE FOR USE

A member rises and addresses the chair. When recognized, the member begins the motion with these words: "I move that..." or "I move to..." and then states item of business. A second is required and then the chair will restate the motion and discussion will be asked for. A majority vote is needed to pass the main motion after discussion ceases. The President will call for the vote and then announce the results of the vote. Usually a voice vote (viva voice) is used and if a member is in doubt, he should call for a division of the house.

(PLA - C1) MAIN MOTION

ANSWERS

1. What is the purpose of the main motion?

To present an idea of a member for the approval or rejection of the group by means of discussing and voting upon it.

2. Is the main motion debatable? Amendable?

Yes. Yes.

3. Does a main motion require a second?

Yes.

4. A main motion cannot be reconsidered.

False.

5. Two or more main motions may be before the assembly at one time.

False.

6. If a main motion is pending and a subsidiary or an incidental motion arises, the subsidiary motion must be disposed of before further consideration can be given to the main motion.

7. A main motion ranks

(b) last in precedence.

8. A main motion requires

(c) a majority vote.

(PLA - C2) TO TAKE FROM THE TABLE

To take from the table---To bring a tabled motion back onto the floor for consideration.

Form used in making motion---I move to take from the table the motion relating to...(state motion).

QUESTIONS

COMPLETION

1. What is the purpose of the motion to take from the table? _____

2. When may the motion to take from the table be offered? _____

3. Is the motion to take from the table debatable? _____
Amendable? _____
4. Does the motion to take from the table require a second? _____

TRUE OR FALSE

5. The motion to take from the table requires a majority vote. _____
6. The motion to take from the table can be reconsidered. _____
7. The motion to take from the table is an incidental motion. _____
8. When taken from the table, the motion is in the same condition as tabled (including any subsidiary motions). _____

EXAMPLE OF USE

After committee reports are given and the president asks the secretary for the next item of business, the secretary will say "under Old Business, there was a motion tabled at the last meeting to enter a float in the city's annual parade." If it is moved, seconded, and passed to take from the table, the motion is then back on the floor and open for discussion. If not, it is left on the table.

In the same meeting, after a motion is laid on the table and more urgent business is transacted and enough time remains to consider the tabled motion, it may be taken from the table in the same manner as above.

(PLA - C2) TO TAKE FROM THE TABLE

ANSWERS

1. What is the purpose of the motion to take from the table?

To bring a tabled motion back onto the floor for consideration. If taken back in the same meeting, more urgent business must have been transacted between the motions to lay on the table and to take from the table.

2. When may the motion to take from the table be offered?

At the next meeting under Old Business or at the same meeting after the more urgent business has been transacted.

3. Is the motion to take from the table debatable? Amemndable?

No. No.

4. Does the motion to take from the table require a second?

Yes.

5. The motion to take from the table requires a majority vote.

True.

6. The motion to take from the table can be reconsidered.

False.

7. The motion to take from the table is an incidental motion.

False.

8. When taken from the table, the motion is in the same condition as tabled (including any subsidiary motions).

True.

(PLA - C3) TO RECONSIDER

To Reconsider---To reconsider a motion previously lost. (Must be made the same day or next day after motion being reconsidered was acted upon. If more than one day has passed, use motion to rescind.)

Form used in making motion---I move to reconsider the motion (state motion and why he wants to reconsider).

QUESTIONS

COMPLETION

1. What is the purpose of the motion to reconsider? _____

2. Which members are eligible to offer the motion to reconsider? _____

3. Is the motion to reconsider debatable? _____ Amendable? _____
4. Does the motion to reconsider require a second? _____ A majority vote? _____

TRUE OR FALSE

5. The motion to reconsider is a subsidiary motion. _____
6. No other motions can apply to the motion to reconsider. _____
7. It is necessary to offer the motion to reconsider on the day the vote was taken or the next calendar day. _____

EXAMPLE FOR USE

Members secures recognition and state, "I move to reconsider the motion...(state motion and why he wants to reconsider)." The member may interrupt and move to reconsider without waiting for recognition if it is important to the business at hand that the group decide the reconsider question at once. The motion to reconsider requires a second, is debatable (if original motion was debatable), but is not amendable. It requires a majority vote. If there is proof of how people voted on the original motion, only a member on the winning side of the vote can move to reconsider.

(PLA - C3) TO RECONSIDER

ANSWERS

1. What is the purpose of the motion to reconsider?

It enables a majority in an assembly, within a limited time and without notice, to bring back for further consideration a motion which has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

2. Which members are eligible to offer the motion to reconsider?

If there is proof of how people voted on the original motion, only a member on the winning side of the vote can move to reconsider.

3. Is the motion to reconsider debatable? Amendable?

If the original motion was debatable. No.

4. Does the motion to reconsider require a second? A majority vote?

Yes. Yes.

5. The motion to reconsider is a subsidiary motion.

False.

6. No other motions can apply to the motion to reconsider.

False.

7. It is necessary to offer the motion to reconsider on the day the vote was taken or the next calendar day.

True.

(PLA - C4) TO RECONSIDER AND HAVE ENTERED IN THE MINUTES

To reconsider and have entered in the minutes---Voting on the motion to reconsider can be delayed until the next meeting by moving to reconsider and have entered on the minutes. If it receives a second, it then must come up at the next meeting. In the meantime, all discussion and action for implementing the motion that is to be reconsidered is stopped.

Form used in making motion---I move to reconsider and have entered in the minutes the vote on ...(states reconsidered motion).

QUESTIONS

COMPLETION

1. What is the purpose of the motion to reconsider and have entered in the minutes? _____

2. Which members are eligible to offer the motion to reconsider and have entered in the minutes? _____

3. Is the motion to reconsider and have entered in the minutes debatable? _____ Amendable? _____
4. Does the motion to reconsider and have entered in the minutes require a second? _____ A majority vote? _____

TRUE OR FALSE

5. To reconsider and have entered in the minutes takes precedence over the motion to reconsider. _____
6. The motion to reconsider and have entered in the minutes must be made only on the same day that the vote proposed to be reconsidered was taken? _____
7. To reconsider and have entered in the minutes cannot be applied to votes on motions whose object would be defeated by the delay of one day. _____

EXAMPLE OF USE

If a member felt that the motion would have a better chance to pass at the next meeting, he would move to reconsider and have entered in the minutes. It would then come up under old business at the next meeting.

Its purpose is to prevent a temporary majority from taking advantage of an unrepresentative attendance at a meeting to vote an action that is opposed by a majority of an organization's membership.

(PLA - C4) TO RECONSIDER AND HAVE ENTERED IN THE MINUTES

ANSWERS

1. What is the purpose of the motion to reconsider and have entered in the minutes?

To reconsider the question at the next meeting. Secures further consideration and another vote on the question.

2. Which members are eligible to offer the motion to reconsider and have entered in the minutes?

Any member who feels that the motion would have a better chance to pass in the direction of the majority of the membership of the total organization. Usually someone opposed to the motion to reconsider.

3. Is the motion to reconsider and have entered in the minutes debatable? Amendable?

No. No.

4. Does the motion to reconsider and have entered in the minutes require a second? A majority vote?

Yes. None until called for then a majority vote.

5. To reconsider and have entered in the minutes precedence over the motion to reconsider.

True.

6. The motion to reconsider and have entered in the minutes must be made only on the same day that the vote proposed to be reconsidered was taken.

True.

7. To reconsider and have entered in the minutes cannot be applied to votes on the motions whose object would be defeated by the delay of one day.

True.

(PLA - C5) TO RESCIND

To rescind---To recall or cancel some action already taken at a prior meeting.

Form used in making motion---I move to rescind the motion (state motion).

QUESTIONS

COMPLETION

1. What is the purpose of the motion to rescind? _____

2. What vote is required to rescind an item of business? _____
3. Under what conditions is it not permissible to rescind an item of business? _____

TRUE OR FALSE

4. The motion to rescind is undebatable. _____
5. The motion to rescind is amendable. _____
6. The motion to rescind cannot be applied to action that cannot be reversed. _____
7. The motion to rescind is a main motion. _____
8. The motion to rescind can be made by any member when no motion is pending. _____

EXAMPLE FOR USE

There was a motion carried at the last meeting to buy ten new manuals for the organization. Since the last meeting, the national headquarters has adopted a policy of supplying a dozen copies to each organization free every year. This being the case, a member moved to rescind this motion since free copies would soon be arriving. It must be seconded and passed with a two-thirds vote.

Under these conditions to rescind is improper: (1) When it has previously been moved to reconsider the vote on the main motion, and the question can be reached by reconsidering. (2) When something has been done, as a result of the vote on the main motion, that is impossible to undo. (3) When the case is in the nature of a contract, and the other party has been informed of the vote. (4) When a resignation has been acted upon, or a person has been elected to or expelled from membership or office, and that person is aware of such action.

(PLA - C5) TO RESCIND

ANSWERS

1. What is the purpose of the motion to rescind?

To recall or cancel some action already taken at a prior meeting.

2. What vote is required to rescind an item of business?

Two-thirds vote.

3. Under what conditions is it not permissible to rescind an item of business?

(1) When it has previously been moved to reconsider the vote on the main motion, and the question can be reached by reconsidering. (2) When something has been done, as a result of the vote on the main motion, that is impossible to undo. (3) When the case is in the nature of a contract, and the other party has been informed of the vote. (4) When a resignation has been acted upon, or a person has been elected to or expelled from membership or office, and that person is aware of such action.

4. The motion to rescind is undebatable.

True.

5. The motion to rescind is amendable.

True.

6. The motion to rescind cannot be applied to action that cannot be reversed.

True.

7. The motion to rescind is a main motion.

True. A specific main motion.

8. The motion to rescind can be made by any member when no motion is pending.

True.

(PLA - C6) TO EXPUNGE

To expunge---To remove an item from the minutes. To remove all knowledge that such action ever took place.

Form used in making motion---I move to rescind and expunge from the minutes (state motion).

QUESTIONS

COMPLETION

1. What is the purpose of the motion to expunge? _____

2. How is the motion to expunge usually put? _____

3. Is the motion to expunge debatable? _____ Amendable? _____

TRUE OR FALSE

4. The motion to expunge requires a second. _____
5. The motion to expunge cannot be reconsidered. _____
6. The motion to expunge is a special main motion. _____
7. The motion to expunge can be made by any member when no business is pending. _____

EXAMPLE OF USE

On extremely rare occasions when it is desired not only to rescind action but also to express the strongest disapproval, a member may move to rescind and expunge from the minutes. Adoption of this motion requires an affirmative vote of a majority of the entire membership, and may be inadvisable unless the support is even greater.

To expunge requires a two-thirds vote or a majority vote of the total membership of the organization. Usually state in the constitution or by-laws.

(PLA - C6) TO EXPUNGE

ANSWERS

1. What is the purpose of the motion to expunge?

To remove an item from the minutes. To remove all knowledge that such action ever took place.

2. How is the motion to expunge usually put?

Use with the motion to rescind in most cases. Such as I move to rescind and expunge from the minutes... (state item of business).

3. Is the motion to expunge debatable? Amendable?

Yes. Yes.

4. The motion to expunge requires a second.

True.

5. The motion to expunge cannot be reconsidered.

False.

6. The motion to expunge is a special main motion.

True.

7. The motion to expunge can be made by any member when no business is pending.

True.

(PLA - C7) TO ADOPT A RESOLUTION

To adopt a resolution---To accept a resolution for the good of the organization.

Form used in making motion---I move to adopt (state object) as a resolution.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to adopt a resolution?_____

2. Is the motion to adopt a resolution debatable?_____ Amendable?_____

3. Does the motion to adopt a resolution require a second?_____ A majority vote?_____

TRUE OR FALSE

4. To adopt a resolution may interrupt a speaker._____

5. To adopt a resolution can be reconsidered._____

6. To adopt a resolution is an incidental motion._____

EXAMPLE FOR USE

Assume that a committee presents a resolution to the assembly concerning a certain course of action. The committee or any member may move to adopt the resolution as presented. At this time any modifications to the resolution can be made in the form of an amendment. It must be seconded and debated before a majority vote will pass the resolution.

(PLA - C7) TO ADOPT A RESOLUTION

ANSWERS

1. What is the purpose of the motion to adopt a resolution?

To accept a resolution presented by either a committee or member as a course of action or standards to be followed.

2. Is the motion to adopt a resolution debatable? Amemndable?

Yes. Yes.

3. Does the motion to adopt a resolution require a second? A majority vote?

Yes. Yes.

4. To adopt a resolution may interrupt a speaker.

False.

5. To adopt a resolution can be reconsidered.

True.

6. To adopt a resolution is an incidental motion.

False.

(PLA - C8) TO ADJOURN (QUALIFIED)

To adjourn (qualified)---To adjourn the meeting. So a majority of members may end a meeting.

Form used in making motion---I move to adjourn, or I move we adjourn.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to adjourn? _____

2. When may a motion to adjourn be offered? _____

3. Is the qualified motion to adjourn debatable? _____ Amendable? _____
4. How does the qualified form of adjournment differ from the unqualified form of adjournment? _____

TRUE OR FALSE

5. The motion to adjourn (unqualified) applies to no motion, and no motion can apply to it. _____
6. The qualified motion to adjourn is out of order when another has the floor. _____
7. The motion to adjourn (qualified) must be seconded and cannot be reconsidered. _____

EXAMPLE FOR USE

When stated as a main motion, to adjourn (qualified) must be seconded and carried limited debate and requires a majority of the members to end the meeting. This form of adjourn may be amended and reconsidered and is not as final as the unqualified form of adjournment.

(PLA - C8) TO ADJOURN (QUALIFIED)

ANSWERS

1. What is the purpose of the motion to adjourn?

To end the meeting.

2. When may a motion to adjourn be offered?

When there is no other matter to be considered on the floor and after receiving recognition from the Chair.

3. Is the qualified motion to adjourn debatable? Amendable?

Has limited debate. Yes.

4. How does the qualified form of adjournment differ from the unqualified form of adjournment?

The qualified form of adjournment has limited debate and all motions may apply to the adjournment, whereas the unqualified form takes precedence over everything but to fix time to which to adjourn and has no debate and no other motion may apply to it.

5. The motion to adjourn (qualified) applies to no motion, and no motions can apply to it.

6. The qualified motion to adjourn is out of order when another has the floor.

True.

7. The motion to adjourn (qualified) must be seconded and cannot be reconsidered.

False.

(PLA - C9) TO CREATE ORDERS OF THE DAY

To create orders of the day---An item of business that is pre-scheduled to be taken up during a given session, day, or meeting, or at a given hour (unless there is business having precedence over it that interferes).

QUESTIONS

COMPLETION

1. What is the purpose of to create orders of the day? _____

2. Is the motion to create orders of the day debatable? _____ Amend-
able? _____
3. Does to create orders of the day require a second? _____ A majority
vote? _____

TRUE OR FALSE

4. A special order is an order of the day that is made with the stipu-
lation that any rules interfering with its consideration at the
specified time shall be suspended. _____
5. An item of business can be made an order of the day when the ques-
tion is pending by postponement to the specified time by a majority
vote (in which case it is a general order). _____
6. An item of business can be made an order of the day when not pending
by creating special order of the day which requires a two-thirds
vote. _____

EXAMPLE FOR USE

An item of business pending on the floor can be made a general order of the day by postponement to a specific time. It requires a second and majority vote and is considered a general order of the day.

An item of business not pending can be made a special order of the day when a member moves the question to be made a special order for the next (or specified time) meeting. It then requires a second, debate and a two-thirds vote to pass.

(PLA - C9) TO CREATE ORDERS OF THE DAY

ANSWERS

1. What is the purpose of to create orders of the day?

To secure consideration for an item of business that is pre-scheduled to be taken up during a given session, day, or meeting, or at a given hour (unless there is business having precedence over it that interferes).

2. Is the motion to create orders of the day debatable? Amemndable?

Yes. Yes.

3. Does to create orders of the day require a second? A majority vote?

Yes. Yes for general orders. A two-thirds vote for a special order of the day.

4. A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended.

True.

5. An item of business can be made an order of the day when the question is pending by postponement to the specified time by a majority vote (in which case it is a general order).

True.

6. An item of business can be made an order of the day when not pending by creating special order of the day which requires a two-thirds vote.

True.

(PLA - C10) TO AMEND (CONSTITUTION, BY-LAWS)

To amend (constitution, by-laws)---To change the constitution, by-laws, or other documents with the intent to improve it.

Form used in making motion---I move to amend the (state area to be amended) by (approved method).

QUESTIONS

COMPLETION

1. What is the purpose of this form of amendment? _____

2. In what way may the amendment be put? _____

3. Is the motion to amend in this form debatable? _____ Amend-
able? _____
4. Does an amendment of this form require a second? _____ A majority
vote? _____

TRUE OR FALSE

5. This form of amendment is a specific main motion. _____
6. Recognition from the Chair is not required for this type of amend-
ment. _____
7. To amend the constitution cannot be reconsidered. _____
8. A two-thirds vote is required to pass an amendment of this type.

EXAMPLE FOR USE

The only differences between this type of amendment and the subsidiary form deals with the content of what is to be amended, and the vote for acceptance is two-thirds instead of a majority vote. The methods of amending the object are the same and the intent and action taken is also the same. One must secure recognition, state amendment, receives a second, debate and in this case receive a two-thirds vote to pass. Oftentimes this type of amendment is drawn up ahead of time and receives two readings, the first before the question is voted upon and during the second reading action will be taken on the proposal.

(PLA - CLO) TO AMEND (CONSTITUTION, BY-LAWS)

ANSWERS

1. What is the purpose of this form of amendment?

To allow changes of the constitution, by-laws, or other documents of the chapter or organization, with the intent to improve them.

2. In what way may the amendment be put?

In the same manner as the subsidiary form of amendment. (1) By striking out words. (2) Adding words. (3) Combination of above, such as strike out and insert or to substitute.

3. Is the motion to amend in this form debatable? Amendable?

Yes. Yes.

4. Does an amendment of this form require a second? A majority vote?

Yes. No. A two-thirds vote is required, or any other vote requirement as stated in the constitution or by-laws.

5. This form of amendment is a specific main motion.

True.

6. Recognition from the Chair is not required for this type of amendment.

False.

7. To amend the constitution cannot be reconsidered.

False.

8. A two-thirds vote is required to pass an amendment of this type.

True. (In most cases, but another vote may be required as stated in your constitution and by-laws).

SECTION 4
PARLIAMENTARY LEARNING ACTIVITY
INCIDENTAL MOTIONS

(PLA - D) INCIDENTAL MOTIONS

INCIDENTAL MOTIONS---Motions of this group have few general characteristics in common, but for convenience have been grouped into one class. The name, "incidental," has been chosen because they arise only incidentally out of the business of the assembly.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF RULES GOVERNING THEM

<u>Incidental Motions</u>	<u>May Inter- rupt a Speaker</u>	<u>Requires a Second</u>	<u>Debatable</u>	<u>Vote Re- quired</u>	<u>Motions that May Apply</u>
1. To suspend rules	No	Yes	No	2/3	None
2. To withdraw a motion	No	No	No	Maj.	Reconsider
3. To read papers	No	Yes	No	Maj.	Reconsider
4. To object to consideration	Yes	No	No	2/3	Reconsider
5. To rise to a point of order	Yes	No	No	Chmn. rules or Maj.	None
6. To rise to parliamentary inquiry	Yes	No	No	None	None
7. To appeal from the decision of the chair	Yes	Yes	Limited	Maj.	All except amend
8. To call for a division of the house	Yes	No	No	Maj.	None
9. To call for a division of a question	No	Yes	No	Maj.	Amend

(PLA - D1) TO SUSPEND RULES

To suspend rules---To permit items of business to come before the group outside of the regular order of business and to permit actions contrary to standard rules of the organization.

Form used in making motion---I move to suspend the rules which interfere with---(state the object of suspension).

QUESTIONS

COMPLETION

1. What is the purpose of suspending the rules? _____

2. What vote is required to suspend the rules? _____
3. Is the motion to suspend debatable? _____
4. Is the motion to suspend the rules amendable? _____
5. Are there any rules that cannot be suspended? _____

TRUE OR FALSE

6. Subsidiary motions can be applied to suspend the rules. _____
7. To suspend the rules is an incidental motion. _____
8. To suspend the rules yields the Privileged motions and the motion to lay on the table. _____

MULTIPLE CHOICE

9. _____ The suspension of a rule is in effect
 - (a) for the rest of the meeting.
 - (b) until a motion is made dropping the suspension.
 - (c) only for the reason it was suspended.
10. _____ The motion to suspend standing rules may be made
 - (a) at the first of the meeting.
 - (b) at the end of the meeting.
 - (c) while the question is pending.

EXAMPLE OF USE

Assume that a former chapter member has provided outstanding service to the chapter and is up for nomination for the degree of Honorary Chapter Farmer, but the chapter prohibits election of any person who has not been out of school for five years. A member could move to suspend this rule and elect the past members to an honorary degree, if the chapter so deems it.

(PLA - D1) TO SUSPEND RULES

ANSWERS

1. What is the purpose of suspending the rules?

To permit items of business to come before the group outside of the regular order of business and to permit actions contrary to standard rules of the organization.

2. What vote is required to suspend the rules?

2/3 vote.

3. Is the motion to suspend debatable?

No.

4. Is the motion to suspend the rules amendable?

No.

5. Are there any rules that cannot be suspended?

Yes. By-laws or rules contained in a constitution or corporate charter.

6. Subsidiary motions can be applied to suspend the rules.

False.

7. To suspend the rules is an incidental motion.

True.

8. To suspend the rules yields to the privileged motions and the motion to lay on the table.

True.

9. The suspension of a rule is in effect.

(c) only for the reason it was suspended.

10. The motion to suspend standing rules may be made
(c) while the question is pending.

(PLA D2) TO WITHDRAW A MOTION

To withdraw a motion---To enable a member to remove his motion from the floor if he decides he should not have made the motion.

Forms used in making motion---I wish to withdraw my motion.

QUESTIONS

COMPLETION

1. When may the proposer of a motion withdraw it from the floor? _____

2. If the proposer of a motion modifies it in any way, may the seconder withdraw his second? _____
3. Is a leave to withdraw debatable? _____
4. Is a leave to withdraw amendable? _____
5. What vote is necessary to permit one to withdraw a motion?

6. May a motion be withdrawn after voting has commenced? _____

TRUE OR FALSE

7. A motion may be withdrawn after the President has stated the motion. _____
8. A second is not required to withdraw a motion. _____
9. The affirmative vote to withdraw a motion can be reconsidered. _____
10. To leave to withdraw is an incidental motion. _____

MULTIPLE CHOICE

11. The purpose of leave to withdraw a motion is to
 - (a) allow any member to withdraw a motion that has been made.
 - (b) allow the proposer of a motion the chance to withdraw his motion.
 - (c) allow the chapter to decide the order of business.

EXAMPLE OF USE

The FFA Welcome sign out at the highway has been missing for some time. A member moves that the chapter should purchase a new one and it receives a second. In discussion, another member reports that her mother said the Alumni Association voted last night to purchase a new sign for us that would include the Alumni's name on it also. The maker of the

(PLA - D2) TO WITHDRAW A MOTION

EXAMPLE OF USE (cont.)

motion addresses the chair and says, "With this information, I wish to withdraw my motion.

No second is required on the withdrawal nor is there any debate. If there is no objection the motion is withdrawn. If there is an objection, a majority vote will dismiss the motion. The seconder does not need to withdraw his second.

ANSWERS

1. When may the proposer of a motion withdraw it from the floor?

Before the motion is stated by the chair, the proposer can withdraw his motion without any consent. After it has been stated by the chair, the proposer may withdraw it only with the assembly's consent.

2. If the proposer of a motion modifies it in any way, may the seconder withdraw his second?

Yes.

3. Is a leave to withdraw debatable?

No.

4. Is a leave to withdraw amendable?

No.

5. What vote is necessary to permit one to withdraw a motion?

Majority after the chair has stated the motion.

6. May a motion be withdrawn after voting has commenced?

No.

7. A motion may be withdrawn after the President has stated the motion.

True.

8. A second is not required to withdraw a motion.

True.

9. The affirmative vote to withdraw a motion can be reconsidered.

True.

10. To leave to withdraw a motion is an incidental motion.

True.

11. The purpose of leave to withdraw a motion is to
(b) allow the proposer of a motion the chance to withdraw his motion.

(PLA - D3) TO READ PAPERS

To read papers---To enable a member to read from a book or paper as part of his speech or discussion which is otherwise against the rules of assembly. The rule is here to protect against the use of reading as a means of prolonging debate and delaying business.

Form used in making motion---I move that the member (or I) be permitted to read... (states material and source). Usually done by general consent.

QUESTIONS

1. What is the purpose of the motion to read papers? _____

2. When must one request to read papers? _____

3. Does the motion to read the papers require a second? _____
4. Is the motion to read the papers debatable? _____ Amendable? _____

TRUE OR FALSE

5. To read the papers is a subsidiary motion. _____
6. To read the papers may interrupt a speaker. _____
7. A majority vote is required to pass the motion to read the papers.

8. To read the papers is usually passed by general consent. _____
9. To read the papers can be reconsidered. _____

EXAMPLE OF USE

A member feels that an article from the daily paper will enhance the discussion concerning a motion before the assembly. In order to read this article he must first request to read papers. If seconded, the chairman will ask if there is any objection, if not the papers can be read. If an objection appears, a two-thirds vote is required to enable the member to read the article.

This enables a member to read an article, as part of a speech or as information for discussion. It cannot be used to prolong debate or delay business.

(PLA - D3) TO READ PAPERS

ANSWERS

1. What is the purpose of the motion to read papers?

To enable a member to read from a book or paper as part of his speech or discussion which is otherwise against the rules of assembly.

2. When must one request to read papers?

Before a member can read said papers before the assembly. The member cannot use this information to prolong debate or delay business.

3. Does the motion to read the papers require a second?

Yes.

4. Is the motion to read the papers debatable? Amendable?

No. No.

5. To read the papers is a subsidiary motion.

False.

6. To read the papers may interrupt a speaker.

False.

7. A majority vote is required to pass the motion to read the papers.

False.

8. To read the papers is usually passed by general consent.

True. However if an objection is raised a two-thirds vote is required.

9. To read the papers can be reconsidered.

True.

(PLA - D4) TO OBJECT TO CONSIDERATION

To object to consideration---To enable the group to avoid altogether any motion which may cause hard feelings or split the organization.

Form used in making motion---Mr. Chairman, I object to the consideration of this motion.

QUESTIONS

COMPLETION

1. What is the purpose of the motion to object to consideration? _____

2. When must one object to the consideration of a motion? _____

3. Must an object to consideration receive a second? _____
4. Is objection to consideration debatable? _____ Amendable? _____
5. May the object to consideration be reconsidered? _____

TRUE OR FALSE

6. A two-thirds vote against consideration is required to sustain the objection. _____
7. A negative vote-that is, a vote sustaining the objection can be reconsidered, but not an affirmative vote. _____

EXAMPLE OF USE

Two members are unhappy because about half the members did not attend the last two social functions, so they moved and seconded to fine these members for their lack of support. Another member quickly realized this could cause a lot of ill will if discussed, so immediately objected to the consideration of the question. It received the required 2/3 vote against consideration and the motion was dropped.

Used when a member believes that consideration of the question would be strongly undesirable to even come before the assembly.

(PLA - D4) TO OBJECT TO CONSIDERATION

ANSWERS

1. What is the purpose of the motion to object to consideration?

To enable the group to avoid altogether any motion which may cause hard feelings or split the organization.

2. When must one object to the consideration of a motion?

It is in order when another has the floor, until consideration of the question has begun.

3. Must an object to consideration receive a second?

No.

4. Is objection to consideration debatable? Amendable?

No. No.

5. May the object to consideration be reconsidered?

Yes, a negative vote- that is, a vote sustaining the objection- can be reconsidered, but not an affirmative vote.

6. A two-thirds vote against consideration is required to sustain the objection.

True.

7. A negative vote-that is, a vote sustaining the objection- can be reconsidered, but not an affirmative vote.

True.

(PLA - D5) TO RISE TO A POINT OF ORDER

To rise to a point of order---To draw attention to a violation of rules and to enable members to insist on the enforcement of proper rules.

Form used in making motion---Mr. Chairman, I rise to a point of order.

QUESTIONS

COMPLETION

1. What is the purpose of rising to a point of order? _____

2. Does a point of order require a second? _____
3. Is a point of order debatable? _____ Amendable? _____
4. Is it proper for the president to call a member out of order? _____

TRUE OR FALSE

5. Rise to a point of order may be reconsidered. _____
6. Rise to a point of order may never interrupt a speaker. _____
7. To rise to a point of order is an incidental motion. _____
8. Recognition is necessary to rise to a point of order. _____

MULTIPLE CHOICE

9. The point of order must be made
 - (a) by the President.
 - (b) after the meeting.
 - (c) at the time to breach or order occurs.
10. If a member rises to a point of order and does not agree with the decision rendered, he
 - (a) should vote against the motion.
 - (b) may appeal the decision.
 - (c) may consult the advisor.

EXAMPLE OF USE

A motion has been properly moved and seconded. During discussion an amendment is offered that is not related to the main motion. A member can rise to a point of order and states that the amendment is not related to the main motion. The President would rule either for or against the point of order. If he rules against the point, the member may appeal the decision of the chair.

(PLA - D5) TO RISE TO A POINT OF ORDER

ANSWERS

1. What is the purpose of rising to a point of order?
To draw attention to a violation of rules and to enable members to insist on the enforcement of proper rules.
2. Does a point of order require a second?
No.
3. Is a point of order debatable? Amendable?
No. If the chair is in doubt, Yes. No.
4. Is it proper for the president to call a member out of order?
No.
5. Rise to a point of order may be reconsidered.
False.
6. Rise to a point of order may never interrupt a speaker.
False.
7. To rise to a point of order is an incidental motion.
True.
8. Recognition is necessary to rise to a point of order.
False.
9. The point of order must be made
(c) at the time the breach of orders occurs.
10. If a member rises to a point of order and does not agree with the decision rendered, he
(b) may appeal the decision.

(PLA - D6) TO RISE TO PARLIAMENTARY INQUIRY

To rise to parliamentary inquiry---When a member is in doubt as to what skills to use or what is proper to accomplish a certain purpose; or when the procedure being followed is not clear, he may ask the chairman for clarification.

Form used in making motion---Mr. Chairman, I rise to a point of parliamentary inquiry.

QUESTIONS

COMPLETION

1. What is the purpose of making a parliamentary inquiry? _____

2. Is a second required to a parliamentary inquiry? _____
3. Is a vote required to a parliamentary inquiry? _____
4. Is a parliamentary inquiry debatable? _____ Amendable? _____
5. Must one receive recognition to make a parliamentary inquiry? _____

TRUE OR FALSE

6. A parliamentary inquiry cannot be reconsidered. _____
7. A parliamentary inquiry is a subsidiary motion. _____
8. A parliamentary inquiry may not interrupt a speaker. _____

EXAMPLE OF USE

In a meeting when a member is in doubt of what skills can be used properly to handle an item, he may rise to a point of parliamentary inquiry. The chair will say, "State your Inquiry." The member may then ask the chairman what is the correct procedure to handle the item or ask for a clarification of the procedure that he does not understand.

The inquiry does not require a second, is not debatable, and is answered by the chairman or parliamentarian.

(PLA - D6) TO RISE TO PARLIAMENTARY INQUIRY

ANSWERS

1. What is the purpose of making a parliamentary inquiry?

To secure information dealing with the proper procedure to follow when handling a motion or item of business, or to have a procedure clarified.

2. Is a second required to a parliamentary inquiry?

No.

3. Is a vote required to a parliamentary inquiry?

No.

4. Is a parliamentary inquiry debatable? Amendable?

No. No.

5. Must one receive recognition to make a parliamentary inquiry?

No.

6. A parliamentary inquiry cannot be reconsidered.

True.

7. A parliamentary inquiry is a subsidiary motion.

False.

8. A parliamentary inquiry may not interrupt a speaker.

False.

(PLA - D7) TO APPEAL FROM THE DECISION OF THE CHAIR

To appeal from the decision of the chair---To correct an error made by the chairman when he rules incorrectly on a "Point of Order." Also in cases where the chairman makes a decision that may not be consistent with the group's wishes.

Form used in making motion---Mr. Chairman I appeal the decision of the chair.

QUESTIONS

COMPLETION

1. What is the purpose of an appeal? _____

2. What happens if the vote on an appeal results in a tie? _____

3. Does an appeal require a second? _____ Majority vote? _____
4. Is an appeal debatable? _____ Amendable? _____

TRUE OR FALSE

5. To appeal is a subsidiary motion. _____
6. An announcement of a vote can be appealed from. _____
7. An appeal must be made at the time the ruling is made and before any debate or business has intervened. _____

EXAMPLE OF USE

In a meeting a particular motion has been passed by voice vote with the results being extremely close. Any member who desires can appeal the decision of the chair. This is done to provide proof one way or the other as to the exact standing or vote from the assembly which applies to any decision that the chair has made.

A motion and a second are required. The vote that follows is to support either the Chair or the member. A tie vote supports the Chair.

(PLA - D7) TO APPEAL FROM THE DECISION OF THE CHAIR

ANSWERS

1. What is the purpose of an appeal?

To correct an error made by the chairman when he rules incorrectly on a "point of order." Also in cases where the chairman makes a decision that may not be consistent with the group's wishes.

2. What happens if the vote on an appeal results in a tie?

A tie vote supports the Chair.

3. Does an appeal require a second? Majority vote?

Yes. Yes.

4. Is an appeal debatable? Amendable?

It has limited debate. No.

5. To appeal is a subsidiary motion.

False.

6. An announcement of a vote can be appealed from.

True.

7. An appeal must be made at the time the ruling is made and before any debate or business has intervened.

True.

(PLA - D8) TO CALL FOR A DIVISION OF THE HOUSE

To call for a division of the house---To determine the accuracy of a viva voice vote. Also to secure expression of individual members' vote.

Form used in making motion---I call for a division.

QUESTIONS

COMPLETION

1. What is the purpose of calling for a division of the assembly? _____

2. When must one request a division? _____

3. Must a division receive a second? _____
4. Is a division debatable? _____ Amendable? _____
5. May a division be reconsidered? _____

TRUE OR FALSE

6. A division of the assembly is a privileged motion. _____
7. A division can interrupt a speaker. _____
8. A vote is required to order a standing vote. _____

MULTIPLE CHOICE

9. In calling for a division of the assembly
 - (a) only members of the losing side are eligible.
 - (b) recognition is not necessary.
 - (c) officers are not eligible.

EXAMPLE OF USE

When voting verbally on a motion that the chapter gives a Christmas party for the FHA a member notices that the results were extremely close and that some members had not voted either way. This member calls for the division of the assembly. It is seconded by another member and a standing vote results with an accurate count recorded on the motion.

Calling for a division is not in order until after the chairman has declared the motion either carried or lost.

(PLA - DB) TO CALL FOR A DIVISION OF THE HOUSE

ANSWERS

1. What is the purpose of calling for a division of the assembly?
To determine the accuracy of a viva voice vote. Also to secure expression of individual members' vote.
2. When must one request a division?
After the chairman has declared the motion either carried or lost and before any other business is introduced on the floor.
3. Must a division receive a second?
Yes.
4. Is a division debatable? Amemdable?
No. No.
5. May a division be reconsidered?
No.
6. A division of the assembly is a privileged motion.
False.
7. A division can interrupt a speaker.
True.
8. A vote is required to order a standing vote.
False.
9. In calling for a division of the assembly
(b) recognition is not necessary.

(PLA - D9) TO CALL FOR A DIVISION OF A QUESTION

To call for a division of a question---When a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions.

Form used in making motion---I move to divide the resolution (question) so as to consider separately....(split motion into two or more separate standing motions).

QUESTIONS

COMPLETION

1. What is the purpose to call for a division of a question? _____

2. When must one request a division of the question? _____

3. Must a division of the question require a second? _____
4. Is a division of the question debatable? _____ Amendable? _____
5. May a division of the question be reconsidered? _____

TRUE OR FALSE

6. A division of the question may interrupt a speaker. _____
7. A division of the question is an incidental motion. _____
8. A division of the question requires a majority vote and cannot be reconsidered. _____

EXAMPLE OF USE

In a meeting a member moves and is seconded that the chapter participated in a car wash and candy sale to raise money for chapter activities. One member realizes that the motion will probably failed due to discussion on last years candy sale where the chapter lost money. This member moves to divide the question so as to consider the chapter having a car wash separately from the candy sale. It is seconded and voted upon. If passed the motion is split into two separate considerations and voted upon separately.

4
(PLA - D9) TO CALL FOR A DIVISION OF A QUESTION

1. What is the purpose to call for a division of a question?

To secure more careful considerations of parts. When a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts can be separately to be considered and voted on as if they were distinct questions.

2. When must one request a division of the question?

Before the motions is voted on by the assembly.

3. Must a division of the question require a second?

Yes.

4. Is a division of the question debatable? Amendable?

No. Yes.

5. May a division of the question be reconsidered?

No.

6. A division of the question may interrupt a speaker.

False.

7. A division of the question is an incidental motion.

True.

8. .. division of the question requires a majority vote and cannot be reconsidered.

True.

SECTION 5

A. TOPICS FOR PARLIAMENTARY LAW CONTESTS

B. ORAL QUESTIONS FOR PARLIAMENTARY CONTESTS

APPENDIX A
TOPICS FOR PARLIAMENTARY LAW CONTESTS

1. The Washington State FFA Convention will be held in Pullman on the W.S.U. campus June 16-19 this year. How many delegates shall our chapter send, how will the registration fee be paid, and who will act as chaperones?
2. It has been suggested that our chapter attend a Seattle Supersonics basketball game in February. Tickets will cost \$8.00 and transportation will cost \$10.00 each. Shall we undertake this activity, and if so how will the expenses be paid?
3. It has been suggested that our FFA chapter send two delegates to the National FFA Convention in Kansas City in November. Shall we send two delegates, and if so, how will they be selected and how will the expenses be paid?
4. It has been suggested that our chapter hold a spring plant sale using our greenhouse as a source to raise the plants. Shall we undertake this sale and if so, how shall we organize it?
5. We have some former FFA members interested in forming an FFA Alumni Affiliate to help us with the FFA and total Vo-Ag program. How can we encourage and help these former members get the Alumni Affiliate established and what activities do we need assistance with?
6. It has been suggested that our FFA Chapter sponsor a spring fishing derby for handicapped kids. Shall we undertake this project and if so, where shall we hold it and how should we organize it?
7. It has been suggested that our FFA Chapter build a livestock barn to provide a facility for non-farm students to raise livestock for their S.O.E. projects. Shall we undertake this project and if so, how can we finance it?
8. National FFA Week is during the week of February 22. What activities shall our chapter undertake to publicize the FFA and our chapter members' accomplishments during this week?
9. Shall our FFA Chapter pay for jackets for our 6 chapter officers, and if so, how shall we finance the cost?
10. Shall our chapter sponsor and conduct a safety inspection for cars, trucks, and tractors?
11. What activities can our chapter members do to encourage 8th grade students to enroll in Vo-Ag and join the FFA next year?
12. The FBLA chapter has asked our FFA chapter to co-sponsor a money-making project of selling concessions at all home football games. They asked that we also provide the funds to start the project and they would pay back their 50% share from their proceeds. Shall we join the FBLA in this project?

13. Recently all FFA chapters received information about Washington Crime Watch. It encouraged all chapters to become involved in programs to help reduce rural crime. Should our FFA chapter participate in this program and if so, what project shall we undertake?
14. Our chapter has received a \$500 donation to use for a community beautification project. This money must be used within one year or returned. What type of beautification project shall we do?
15. What is our chapter's recommendation on the proposal to have all teams representing the State of Washington in National competition be made up of the chapter winning the State Contest rather than the top four individuals in the contest as is now done?
16. It has been traditional to have a State FFA officer speak at our parent-member banquet. Due to greatly increased travel costs the State Association can no longer pay the expenses of State Officers speaking at chapter banquets. Do we want to invite an officer to speak and pay for the officer's travel expenses out of our chapter budget?
17. Our school district is building a new high school building and has asked our FFA chapter to do the landscaping. The district is willing to pay for all materials and pay our chapter \$750 to do the work. Should our chapter undertake this project?
18. The FFA Work Experience Abroad is sponsoring a project to bring students from foreign countries to the United States to learn farming techniques. These students are to receive a wage for work done. Shall we sponsor a student, and if so, how will we select a family for the student to live with?
19. A local equipment dealer is willing to lease our chapter a new tractor and rototiller for \$1000 a year to be used to teach equipment operation and safety, for member use and to do some custom work. Shall we accept this offer, and if so, how will we manage the equipment?
20. Our local Kiwanis Club has offered to pay the registration costs to send 3 FFA members to the FFA Natural Resources Management Camp at Cispus in July. Shall we accept this offer, and how will we select the members to attend?
21. The county fair board has asked our chapter to put in an educational display for the fair. They will provide a 10' x 12' space. First place will pay \$200, with a guaranteed \$75 if a minimum score is achieved. Should we enter a display, and if so, what shall our display feature?

22. At the present time State FFA officers are elected from a list of the top 10 ranking candidates regardless of where they live in the state. Some feel that officers should be distributed by district. What position does your chapter take on this matter?
23. Shall our chapter participate in the Building Our American Community (BOAC) program and if so, what shall we do?
24. It has been proposed that the State FFA Convention be held at some location other than Pullman. What is our chapter's recommendation on this matter? If we recommend a change, where would we recommend that the new location be?
25. Our chapter members will have several market animals to exhibit and sell at the junior livestock shows and the county fair this year. What can we do to help these members improve their feeding programs and learn how to better fit and show their animals?
26. Our chapter has been asked to prepare a small agricultural exhibit for our elementary schools. Shall we do this, and if so, where shall we hold it, where will we get the materials to exhibit and how shall we organize it?
27. Our chapter has an opportunity to rent 20 acres of land next to the high school for three years for \$250 per year. Shall we accept this offer and what shall we use the land for?
28. Our chapter treasurer reports that our FFA treasury is \$750 in the red. How shall we raise enough money to cover this deficit?
29. Our FFA chapter has been offered enough money to take 10 of our members on an educational tour to Canada. Shall we accept this offer and how shall we select the 10 members to make the trip?
30. Our district FFA constitution states that each local chapter must pay district dues in order to participate in district leadership contest and to receive recognition for proficiency awards at the district level. Some chapters have not been paying. What shall we do to resolve this problem?
31. Shall our chapter cut and sell cord wood, delivered, at \$55 per cord? If so, how shall we organize this project?
32. Due to increased travel costs the administration has put a limit on the number of FFA contest and activities which our chapter can participate in. We are limited to a total of 3,000 miles traveled during the twelve-month period from September 1 to September 1, unless we can find another source of approved travel at no cost to the school district. What contests and activities shall we participate in and is there another source of travel available?

33. It is time to start planning for our annual parent-member banquet. What shall our program consist of?
34. A man in our community has passed away and willed our FFA chapter \$2000. How shall we best use this money?
35. The State FFA constitution now provides for one voting delegate from each FFA chapter at the State Convention regardless of size of chapter. It has been proposed that voting delegates be allocated according to chapter membership. What is your proposal regarding this matter?

APPENDIX B

ORAL QUESTIONS FOR PARLIAMENTARY LAW CONTESTS

1. What is the purpose of parliamentary procedure?
2. a. List the basic principles of parliamentary procedure?
b. What is the purpose of these principles?
3. By definition, what is an agenda?
4. List the proper order of business at a standard FFA meeting.
5. What are the eight steps through which a motion must progress?
6. a. What are the parliamentary rules concerning debate?
b. Debate must be germane. What does the word germane mean?
7. a. Must the chairman always give the floor to the first person up?
b. When two or more persons demand the floor, what principles should guide the chairman on granting the floor?
8. What is considered to be proper decorum in debate?
9. A member has been assigned the floor and has commenced speaking. State five conditions which permit another member to interrupt the member who is speaking.
10. a. In a certain meeting, three members rose at approximately the same time and addressed the presiding officer, who assigned the floor to the last member to rise and address the chair. Can this be justified and, if so, under what conditions?
b. If you were one of the members not assigned the floor but felt you had a right to speak, what could you do to correct the situation?
11. a. What is meant when a motion is said to have limited debate?
b. Name two motions that the limited debate rule applies to.
12. Name two motions which will reopen debate on the main motion.
13. a. If a motion to table is obviously made to suppress debate, what action should be taken by the chairman?
b. Can a motion to take from the table immediately, be made immediately after it is laid on the table?

14. When is the motion to appeal not debatable?
15. Under what conditions may the chairperson participate in debate?
16.
 - a. What is a quorum by definition?
 - b. What document establishes what the quorum of your FFA chapter must be?
17. Name six methods that may be used to vote on an issue.
18.
 - a. Define a plurality vote, a majority vote, and a two-thirds vote.
 - b. In counting votes, what consideration is given to a member who is present, but does not vote?
19. What is a plurality vote and when is it used?
20.
 - a. Why do some motions require a 2/3 vote to pass?
 - b. Name four motions which require 2/3 vote to pass.
21.
 - a. What vote (plurality, majority, 2/3 or unanimous) is necessary to close nominations?
 - b. Can nominations be reopened prior to balloting? If so, what percent vote is required?
22.
 - a. How are nominations for an office made?
 - b. Do nominations require a second?
 - c. How are nominations for an office closed?
 - d. What vote is required to pass the motion to close nominations?
 - e. Once closed, may nominations be reopened, and if so, how?
23. What are the four classifications of motions?
24. Define or explain the difference between subsidiary, incidental, and privileged motions and give an example of each.
25.
 - a. Name three motions that take precedence over the motion to refer to a committee.
 - b. Name two motions that the motion to refer to a committee take precedence over.
26.
 - a. Name three motions that take precedence over the motion to postpone to a definite time.

- b. Name two motions that the motion to postpone definitely takes precedence over.
- 27. a. Name three motions or classifications of motions which may be made after the previous question has been called for and passed.
 - b. Is debate permissible?
- 28. Name four motions that are both amendable and debatable.
- 29. Name two motions that are not debatable.
- 30. Give examples of three motions which are both non-debatable and non-amendable and require a majority vote to pass.
- 31. Name five of the eight motions which cannot be amended.
- 32. A main motion appears to be of harm to the organization. Name three methods that can be used to kill the motion.
- 33. a. What is the purpose of the motion to "Reconsider"?
 - b. Who can make the motion to reconsider?
 - c. What vote is needed to pass the motion to reconsider?
- 34. You are chairman. A member makes the following motion: "I move to lay this matter on the table until 8:30 p.m." How would you handle this motion?
- 35. Name the seven subsidiary motions in their order of precedence beginning with the motion that takes precedence over the other six.
- 36. List the accepted methods for amending a motion.
- 37. a. What is meant by an amendment of the second degree?
 - b. What is meant by an amendment being germane?
- 38. How should a chair person proceed with voting on a motion that has been amended to the second rank?
- 39. a. What is the object of the motion to postpone indefinitely?
 - b. Is it debatable?
 - c. Does it take precedence over any other motions?
- 40. a. What is the purpose of the motion to refer or commit?
 - b. What is an ex-officio member of a committee?

- c. What is a "committee of the whole"?
41. If a question has been committed without details such as chairman, what the assignment is, etc., what is the proper procedure to follow?
42. a. What are the reasons for the motion to postpone definitely?
b. Is it debatable?
c. Can it be amended?
43. a. What is the purpose of the motion to lay on the table?
b. Is the motion to take from the table debatable?
c. Does it yield to any subsidiary motions?
44. a. What is the purpose for calling the previous question?
b. What vote is necessary to pass the call for the previous question?
c. Is the call for the previous question debatable?
45. Name three incidental motions.
46. a. When must an appeal from the decision of the chair be made?
b. Does an appeal require a second?
c. What happens if the vote is a tie?
47. a. What is the purpose of making points of order in parliamentary procedure?
b. When and how should points of order be made?
48. a. What is the purpose of making a point of information?
b. What is the difference between point of information and a parliamentary inquiry?
49. a. What is the intent of the motion to withdraw?
b. Is it permissible for the proposer of the motion to withdraw or modify his/her motion without the consent of anyone before it is stated by the chair?
c. Does it require a second?
d. Is it debatable?

- e. What type of vote is required for it to pass?
- 50. Name the parliamentary rules that apply to questions of privilege.
- 51. a. What is the main purpose of unclassified motions?
b. What are the three major unclassified motions?

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